

MANAGEMENT MEMO

NUMBER:

MM 04-02

SUBJECT:

COMMERCIAL CAR RENTAL CONTRACTS

DATE ISSUED:

JANUARY 1, 2004

EXPIRES:

December 31, 2004

REFERENCES:

Supersedes Management Memo 03-06 issued March 19, 2003

ISSUING AGENCY:

DEPARTMENT OF GENERAL
SERVICES**Extension of
Rental Car
Agreements**

This Management Memo announces the contract extension between the State of California and the six contracted commercial rental companies and the maximum rates for compact vehicles within California.

**Contract
Information**

The six contracted commercial car rental companies and the maximum rates for compact vehicles within California are listed below. The maximum rate incorporates the rental rate of the vehicle, insurance, and additional fees such as airport access fees, location fees, vehicle license fees and State, City and County local surcharges. All fees must be paid with the exception of frequent flyer fees. These rates, fees and surcharges must not exceed the maximum rate allowable. Sales tax and refueling charges are not included in the rate.

Thrifty Rent A Car is no longer participating in the State Rental Car Agreements.

For a detailed text of the Commercial Car Rental Contracts, Car Rental Company Representatives contact information, and Corporate ID Numbers, please view the Office of Fleet Administration's website at:
www.ofa.dgs.ca.gov.

Maximum Rates

- ALAMO RENT A CAR, INC. \$55.00
- AVIS RENT A CAR SYSTEM, INC. \$65.00
- BUDGET RENT A CAR SYSTEM, INC. \$59.00
- DOLLAR RENT A CAR \$49.00
- ENTERPRISE RENT A CAR/LEASING \$55.00
- NATIONAL RENTAL CAR SYSTEM, INC. \$65.00

**Forms of
Payment**

The only recognized forms of payment are the American Express Government Card, Department of General Services Charge Card for intra-state travel and the new Car Rental Business Travel Account (CRBTA). Cash, personal checks and personal credit cards are not authorized forms of payment for the State of California commercial car rental rates. State travelers should consult their department-authorized travel agency for rental car reservations.

STATE ADMINISTRATIVE MANUAL

DGS Contact For further information, contact:

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Original signed by William J. Jefferds, Ed.D., DGS Director